

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

**INSTRUCTIONS:**

Inspections should be completed annually. Give the completed inspection form to the department head responsible for the area, and send a copy to the Safety and Risk Management Office. Track correction of the hazards identified by making notes on the department's copy of the inspection form or by clipping work order requests to it.


GENERAL	YES	NO	N/A	Comments
1) Is good housekeeping practiced in the work area? Is it free of debris, combustibles, excessive storage and obstructions?				
2) Are storage racks bolted to the floor, wall, or together to form a stable structure?				
3) Are spills promptly cleaned up?				
4) Are wet floor surfaces covered with slip resistant materials?				
5) Is the floor condition satisfactory on flat surfaces and stair treads?				
6) Are floors and sidewalk free of holes and trip hazards?				
7) Are changes in floor elevation clearly visible?				
8) Is all furniture in stable condition?				
9) Are cabinets, bookshelves, and wall hangings secured to prevent tipping or falling?				
10) Are shelf tops free of storage if they are > 5 feet high?				
STRUCTURE	YES	NO	N/A	Comments
1) Roof watertight? Good condition?				
2) Foundation? Free from cracks and other indications of shifting or settling?				
3) Basement levels: walls free from cracks, water stains?				
4) Wood Frames: Free from evidence of termite damage or rotting wood?				
5) Walls free from holes, cracks bulging, unevenness?				
6) Ceilings free from waterstains, or other signs of water damage?				
7) Windows free from dry rot, cracks, and signs of water damage, have a tight seal?				Comments
8) Exteriors, brickwork, masonry free from crumbling, structurally sound?				
9) Are all of the plumbing fixtures in good repair?				
<b>ILLUMINATION AND EGRESS</b>				
1) Is the lighting adequate in all areas?				
2) Are exit signs visible and illuminated?				
3) Are emergency phone numbers posted?				
4) Are all exit corridors and stairwells free of storage and unobstructed?				
5) Can exit doors be opened from the inside without special knowledge or keys?				

UCIP Fire and Safety Inspection Checklist

6) Are exit doors free of slide bolts and locks?				<b>Comments</b>
7) Do all self-closing corridor doors close and latch?				
8) Are handrails provided and in good condition on stairways?				
9) Are the windows, doors and automatic door closing devices in good repair?				
<b>EMERGENCY EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
1) Are alarm boxes and sprinkler heads unobstructed?				
2) Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked?				
3) Is storage and equipment at least 18 inches below fire sprinkler heads?				
<b>EMERGENCY EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
4) Are emergency eyewashes and showers inspected monthly?				
5) Are fire extinguishers mounted, clearly visible and fully charged?				
6) Is access to fire extinguishers clear and unobstructed?				
7) Is the no smoking policy enforced?				
<b>ELECTRICAL</b>				
1) Are the electrical switches, outlets and appliances in good repair?				
2) Are all electrical outlet and switch cover plates in place?				
3) Are electrical extension cords used only for temporary operations and kept out of walkways?				
4) Are all extension cords UL listed and equipped with a 3 prong plug?				
5) Are electrical cords free from damage, fraying, or cracking?				
6) Is there at least a 30-inch clearance in front of electrical panels/breaker boxes?				
7) Is all electrical equipment grounded with 3-prong plugs?				
8) Are all multiple-outlet surge suppressers / power strips UL-approved and used only for computers and peripherals?				
9) Are power strips UL-approved and only plugged into an outlet and not into extension cords or other power strips?				
10) Are the cube adapters being used?				
11) Are small appliances unplugged when not in use?				<b>Comments</b>
12) Are any halogen lamps or portable heaters in use?				
13) Are electrical and telecommunication rooms used for storage?				
14) Is there at least 2-foot clearance between stacked materials and ceiling light fixtures?				<b>Comments</b>
<b>RAILINGS / ELEVATED WORK AREAS</b>				
1) Are holes and pits in the floors guarded to avoid tripping or slipping?				
2) Are guard rails provided on elevated platforms?				

HAZARDOUS MATERIALS	YES	NO	N/A	Comments
1) Has storage of hazardous materials, in excess of a one day operational supply, been evaluated by Safety and Risk Management staff for Fire Code compliance?				
2) Is the departmental chemical inventory current and accurate?				
3) Are the Material Safety Data Sheet files available for each material listed on the chemical inventory?				
HAZARDOUS MATERIALS				
4) Are hazardous substances and labeled with the name and hazards of the material?				
5) Are hazardous materials segregated according to compatibility?				
6) Is hazardous waste labeled with a CSUB hazardous waste sticker?				
7) Are all flammable containers properly closed/covered to control vapors?				
8) Are all flammable liquid cabinets free of combustible materials?				
9) Are all flammable and combustible adhesives, epoxy, and paint stored in original containers?				
10) Are all flammable liquids returned to an approved flammable liquid storage area at the end of the workday?				
11) Do flammable liquid cabinet doors close and latch properly?				
12) Are all gas cylinders properly secured with 2 straps or chains?				
13) Are protective valve caps in place when cylinders are not in use?				
14) Are cylinder valves shut off when not in use?				
15) Are cylinder contents adequately labeled and easily seen?				
16) Is food prepared or consumed in areas where chemicals are used or stored?				
17) Do employees have any concerns about chemical exposure?				
18) Are chemical storage areas secured against unauthorized entry?				
19) Are eye wash/safety showers available in areas where corrosives and toxics are used?				Comments
20) Are covered metal cans for collection of solvent contaminated waste emptied daily?				
21) Do stationary LPG tanks have current OSHA permits?				
22) Are spill control supplies adequate to clean up small spills in the work area?				
ADA ACCESS	YES	NO	N/A	
1) Parking have adequate number of ADA accessible stalls?				
2) Ramps of proper grade in parking and throughout structure?				
3) Entrances and exits free from obstructions, have accessible handles?				
4) Walkways free from overhangs and obstructions?				
5) Stairways have railings and adequate tread area?				
6) Are there counters low enough for wheelchair access and have space beneath?				

UCIP Fire and Safety Inspection Checklist

7) Accessible bathroom sinks ADA accessible with accessible spigot?				<b>Comments</b>
8) Have accessible restroom --at least one per facility?				
9) Kitchens Accessible?				
10) Are all programs and services provided by the facility, accessible?				
<b>TOOLS &amp; EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	
11) Is personal protective equipment readily available for all personnel, including visitors to the area?				
12) Are grinders, saws and other machines that produce dust vented to an industrial dust collection system?				
13) Are emergency power shut off buttons readily accessible to equipment operators?				
14) Are emergency stop buttons red in color and labeled?				
15) Are electric hand tools properly grounded or double-insulated?				
17) Are portable ladders and step stools in good repair and safe to use?				
18) Are metal ladders labeled to prohibit use for electrical work?				
19) Are ladders equipped with non-slip safety feet?				
20) Do air compressors have current OSHA permits?				<b>Comments</b>
21) Is dust producing equipment provided with a dust collection system?				
22) Are tools, instruments and machinery positioned to minimized body strain while working?				
<b>WRITE IN ANY OTHER ITEMS OF CONCERN</b>				
Revised 2/2011				